

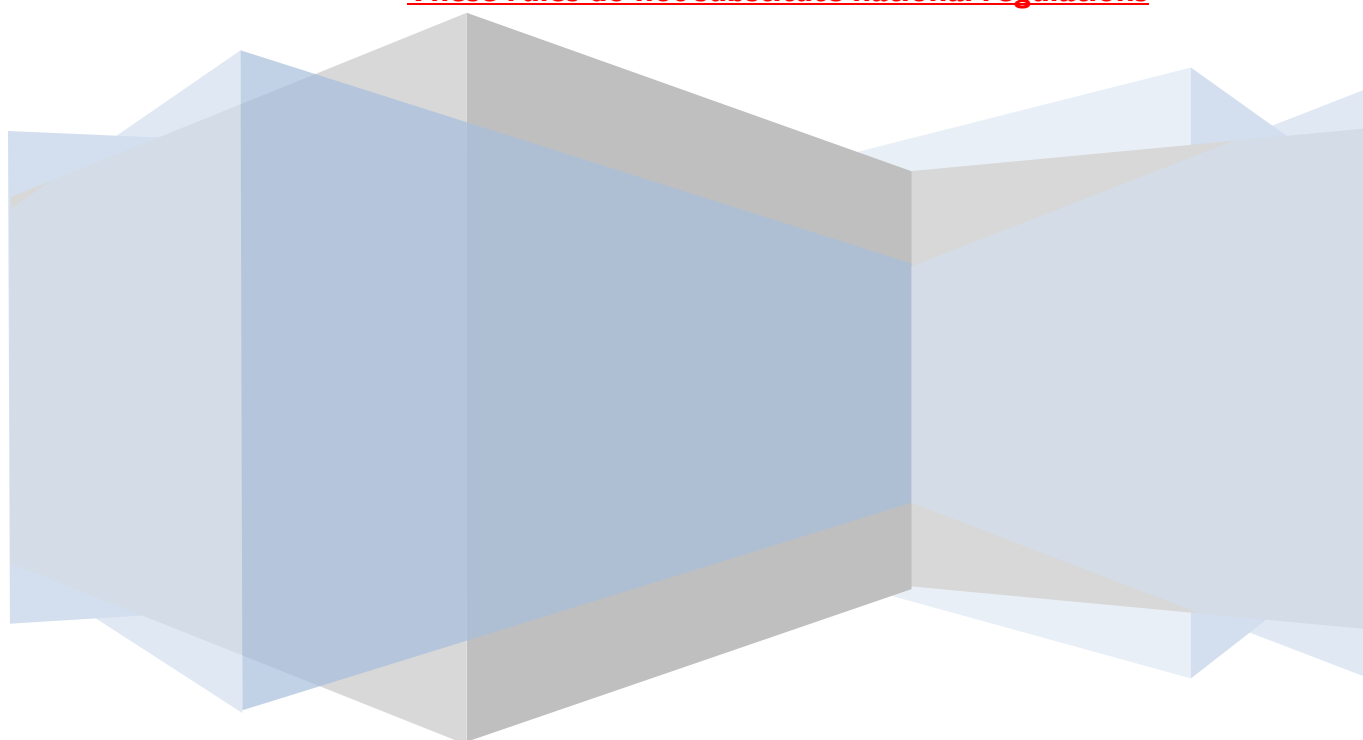
Project Management Guidelines Funding and Reporting Rules

Water Joint Programming Initiative 2016 Joint Call

*Sustainable management of water
resources in agriculture, forestry and
freshwater aquaculture sectors*

These Project Management Guidelines will be effective from the date of the National funding decisions and shall remain in force until the last final project report is approved in 2021.

These rules do not substitute national regulations



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The 2016 Joint Call for projects on the theme “Research and Innovation for Developing Technological Solutions and Services for Water Systems” resulted in 21 funded consortia including 83 consortium partners from 22 countries. The Project Management Guidelines details the requirements for project management and communication.

Related Documents:

2016 Joint Call Follow-Up Group Terms of Reference
 OpenWaterJPI Interface Guidelines (<http://www.waterjpi.eu>)

Glossary

JPI	Joint Programming Initiative
Water JPI Governing Board	The Water JPI decision making body.
Water JPI Management Board	The executive body of the Water JPI.
Water JPI Advisory Boards	The Advisory Boards give advice to the Governing Board and MB on specific issues as requested. Two independent bodies, the Scientific and Technological Board and the Stakeholder Advisory Group perform these tasks.
WaterWorks2015	WaterWorks2015 ERA-NET Cofund Project
2016 Joint Call	Joint Transnational Cofunded Call, as part of the WaterWorks2015 ERA-Net Cofund project.
WaterWorks2015 CS	2016 Joint Call Secretariat (Responsible for the Call Evaluation Procedure - Foundation for Science and Technology)
FPOs	Funding Partner Organisations
NCP	National Contact Point
WaterWorks2015 CSC	2016 Joint Call Steering Committee
WaterWorks2015 FS	2016 Joint Call Follow-up Secretariat (Responsible for the Follow-up Procedure - Research Promotion Foundation)
WaterWorks2015 EP	2016 Joint Call Evaluation Panel (Group of experts that evaluated all the proposals submitted to the call)
WaterWorks2015 FG	2016 Joint Call Follow-up Group (Group of experts to evaluate Mid-Term and Final projects reports)
Individual Evaluation Report	Individual evaluation report prepared by FG members to remote review of Mid-Term/ Final report
Consensus Evaluation Report Mid-Term/Final Report	Evaluation Report submitted by the Follow-Up Group members following the review of a report.
Mid-Term/Final Progress Report	Progress Report prepared by the coordinator using the template provided by the Water JPI
Final Technical Report	Scientific report prepared by the Project Consortium providing a full account of the research carried out during the project and outlining the main recommendations arising from their findings. This report is to be submitted with the Final Progress Report.

Starting Dates

The 2016 Joint Call projects are expected to start by May 2017, as per notification emails received by the Coordinators. The date should be defined in the Consortium Agreement (CA) signed by each consortium partner.

- ❖ The duty of the Consortium Coordinator is to ensure that a CA is in place among all partners in the Consortium and inform the Call Secretariat (CS) about the completion of the CA with the starting date of the project. The 2016 Joint Call Funding Partner Organisations (FPOs) may ask the Coordinator to deliver a copy of the signed CA before the national funding decisions are completed.

Financial Issues

The agreed requested funding will be paid directly by the national FPOs to their national participants, following their national funding rules. The financial reporting shall also be made according to the national rules directly to the FPOs. No payment will be made by the CS or FS.

- ❖ The duty of ALL Consortium Partners is to ensure that they comply fully with the reporting requirement of their respective national FPOs.

Miscellaneous Issues, including Delays/Difficulties

All significant difficulties in implementing the 2016 Joint Call Projects should be reported by email by the Coordinator **and/or** relevant consortium partner to the FS and National Contact Point (NCP) (see Table I).

Due to the constraints of the WaterWorks2015 ERA-NET Cofund action, all 2016 Joint call funded projects must be completed technically & financially, both at Water JPI & national level, **before the end of 2020**. Therefore, any request for time extension at national level must take into consideration:

- Its impact on the overall Project timeframe;
- The timeframe for Mid-Term and Final reporting; and
- Requirement for completion before end of 2020.

- ❖ The duty of the Consortium Coordinator is to ensure that the WaterWorks2015 Project is completed before the end of 2020, at national & Water JPI level, technically and financially.
- ❖ The duty of ALL Consortium Partners is to ensure that they notify their relevant FPOs and the coordinator of any issues, delays/difficulties.

Table I. Contact information of the National Contact Points (NCP)

Country	FPO	National Contact Point (NCP)
Belgium (French-speaking community)	F.R.S.-FNRS	joel.groeneveld@frs-fnrs.be
Belgium (Flanders)	VLAIO	kathleen.goris@vlaio.be
Canada (CA)	NSERC	waterworks@nserc-crsng.gc.ca
Cyprus (CY)	RPF	amchristoforou@research.org.cy rchrysafi@research.org.cy

Country	FPO	National Contact Point (NCP)
Denmark (DK)	IFD	anitha.sharma@innofond.dk
Egypt (EG)	ASRT	innov@sti.sci.eg
Finland (FI)	AKA	kata-riina.valosaari@aka.f harri.hautala@aka.fi
Finland (FI)	MoAF	ville.keskisarja@mmm.fi elina.nikkola@mmm.fi
France (FR)	ANR	ww2015secretariat@anr.fr
Germany (DE)	BMEL	waterworks@fnr.de; Vivian.Vilich@ble.de
Ireland (IE)	EPA	a.wemaere@epa.ie
Italy (IT)	MIUR	<u>International</u> : aldo.covello@miur.it; grazia.pavoncello@miur.it valeria.cardia@miur.it <u>National</u> : alberto.martuscelli@miur.it
Moldova (Rep. of) (MD)	CIP	ion.marin@h2020.md
Norway (NO)	RCN	pbh@rcn.no
Poland (PL)	NCBR	kinga.szymanska@ncbr.gov.pl
Portugal (PT)	FCT	ww2015@fct.pt
Romania (RO)	UEFISCDI	simona.stoian@uefiscdi.ro
South Africa (ZA)	WRC	ww2015@wrc.org.za
Spain (ES)	CDTI	mariajose.tomas@cdti.es; dptosbcn@cdti.es
Spain (ES)	AEI	waterjpi.ncp@mineco.es
Sweden (SE)	FORMAS	kristina.laurell@formas.se
The Netherlands (NL)	EZ	Willemien.vanAsselt@rvo.nl
Taiwan (TW)	MOST	ymchen@most.gov.tw
Tunisia (TN)	IRESA	ali.rhouma@iresa.agrinet.tn
Turkey (TR)	TUBITAK	almila.bahar@tubitak.gov.tr; esat.ariturk@tubitak.gov.tr

Project Reporting

Projects Evaluation Timetable

The evaluation of the progress of the 2016 Joint Call projects will be performed in three steps:

- Kick-off Meeting: 6th April 2017 in Stockholm
- Mid-Term Evaluation Meeting: 27-28/03/2019, Madrid.
- Final Evaluation Meeting for 24 and 36-month projects: location TBC – March/April 2021.

Table 2 summarises the WaterWorks2015 Projects starting dates (defined in the CAs), end dates, and the deadlines for the submission of the reports.

Table 2: 2016 Joint Call Projects Timeframe and Start dates

Project Acronym	Project duration (months)	Start Date	Mid-Term Progress Report (12 months)	Final Progress Report & Final Technical Report Deadline
ABAWARE	24	1 January 2017	1 January 2018	1 February 2019
AgriAs	24	1 January 2017	1 January 2018	1 February 2019
AGRINuPeS ¹	36	1 April 2017	1 April 2018	31 March 2021
AgWIT	36	1 May 2017	1 May 2018	31 March 2021
AquaVal	36	31 March 2017	1 April 2018	31 March 2021
AWARE	36	1 October 2017	1 October 2018	31 March 2021
CLEARANCE	36	1 May 2017	1 May 2018	31 August 2020
ECOSAFEFARMING	36	15 June 2017	1 June 2018	28 February 2021
Eutro-Sed	36	23 August 2017	1 September 2018	31 March 2021
FORWARD	24	1 June 2017	1 June 2018	1 June 2019
IMPASSE	36	1 April 2017	1 April 2018	31 March 2021
INNOMED	36	1 June 2017	1 June 2018	31 March 2021
LEAP	36	1 April 2017	1 April 2018	31 March 2021
OPERA	30	1 April 2017	1 April 2018	1 April 2020
POTENTIAL	36	1 April 2017	1 April 2018	30 June 2020
ProW s per	36	1 April 2017	1 April 2018	31 March 2021
REWATER	36	1 April 2017	1 April 2018	31 March 2021
SMARTECOPONICS	30	1 April 2017	1 April 2018	31 March 2021
SOSTPRO	36	1 March 2017	1 March 2018	31 March 2021
water4ever	36	1 July 2017	1 July 2018	31 March 2021
WaterFARMING	36	1 March 2017	1 March 2018	31 March 2021

¹ Due to legal reasons, AGRINuPeS replaced the original acronym with the agreement of the CSC, the WaterWorks2015 Coordinator and the EC.

Reporting & Evaluation Procedure

Mid-Term Evaluation

Progress Report Submission:

1. The Coordinators of the 21 project consortia will submit by e-mail their Mid-Term Progress Reports to the FS.
2. The Mid-Term Progress Reports are to be prepared using the provided report templates, as per the schedule shown in Table 3.

Initial Check:

3. The FS will carry out an initial check of the reports, and, in consultation with the CSC members, request additional information from the coordinators, if necessary.
4. Once this initial step has been carried out, the FS will then submit the reports to the FG.

Individual Reviews:

5. The FG will then individually review the reports allocated to them remotely.
6. If additional information and/or modifications are required, the FG will notify the FS, who will then liaise with the Coordinators in relation to revising their reports, in advance of the Mid-Term Evaluation meeting.

Mid-Term Evaluation Meeting & Consensus Report:

7. The 21 project Coordinators will be invited to the 2016 Joint Call Mid-Term Evaluation meeting. During the meeting, the Coordinators will present their results to the FG, who will provide feedback on the reports to the Consortium and, if necessary, seek clarifications during the meeting. The meeting will be open to the Water JPI GB and the ABs members.
8. Based on the Progress Reports, meeting presentations and discussions, the FG will prepare and submit to the FS Secretariat a Consensus Evaluation Report for each project (i.e. evaluation of how each project has met & achieved their research objectives & goals) using the provided evaluation templates. It is expected that the Consensus Evaluation Report will be prepared during the meeting. The Chair of FG will be responsible for preparing and submitting this Consensus Evaluation Report to the FS two weeks after the Mid-Term Meeting.

Feedback to the Coordinators:

9. The Coordinators of the projects will receive the Consensus Evaluation Report for their project from the FS.

Feedback to the CSC & Water JPI GB

10. The FS will circulate the Mid-Term Progress Reports & associated Consensus Evaluation Reports to the CSC.
11. The FS will then present a summary of these results to the Water JPI GB for information, at their next meeting.

Final Evaluation

Progress Report & Final Technical Report Submission:

1. The Coordinators of the 21 projects will submit by e-mail their Final Progress Reports to the FS. The Project Final Technical Report should be enclosed as an appendix of the Final Progress Report.
2. The Final Progress reports are to be prepared using the provided report template, as per the schedule outlined in Table 3.

3. The Final technical Report should provide a full account of the research carried out during the project, i.e. could be structured as Introduction (i.e. why is the research needed, etc.), Methodology (full account of the methods used to carry out the research), Results (full account of the results), Discussion, Conclusions & Recommendations

Initial Check:

4. The FS will carry out an initial check of the reports, and, in consultation with the CSC members, request additional information from the coordinators, if necessary.
5. Once this initial step has been carried out, the FS will then submit the reports to the FG.

Individual Reviews:

6. The FG will then individually review the Final Progress Reports & Project Final Technical Reports allocated to them remotely.
7. If additional information and/or modifications are required, the FG will notify the FS, who will then liaise with the Coordinators in relation to revising their reports, in advance of the Final Evaluation meeting.

Final Review Meeting & Consensus Report:

8. The Consortium Coordinators will be invited to the [2016 Joint Call](#) Final Evaluation Meeting. During the meeting, the consortia will present their final results to the FG who will provide feedback on the reports to the Consortium and, if necessary, seek clarifications during the meeting. The meeting will be open to the Water JPI GB and the ABs members.
9. Based on the Final Progress Reports & Project Final Technical Reports, meeting presentations and discussions, the FG will prepare and submit to the FS a Consensus Evaluation Report for each project (i.e. evaluation of how each project has met & achieved their research objectives & goals) using the provided evaluation templates. It is expected that the Consensus Evaluation Report will be prepared during the meeting. The chair of FG will be responsible for preparing and submitting this Consensus Evaluation Report to the FS two weeks after the Mid-Term Meeting.

Feedback to the Coordinators:

10. The Coordinators of the projects will receive the Consensus Evaluation Report for their project from the FS.

Review of the Overall Impacts of the Projects:

11. In addition, the FG will be requested to prepare recommendations and carry out a preliminary assessment of the overall impacts of the [2016 Joint Call](#) (i.e. evaluation of how the research carried out by the 21 consortia has met & achieved to the [2016 Joint Call](#) objectives, as defined in the CA).
12. The FG will also be requested to make recommendations towards improving future Water JPI Joint Calls in order to maximize their impacts in achieving the overall goals & vision of the Water JPI. These recommendations will feed in the Impact Assessment of the WaterWorks2015 ERA-NET Cofund project.

For details of the criteria for the review of the reports by the FG, please refer to the [2016 Joint Call Follow-Up Group Terms of Reference](#).

- ❖ The duty of the Consortium Coordinator is to submit a Mid-Term report and a Final report to the FS. These reports are to be submitted using the templates provided by the FS. Additional information may be requested after revision of the reports by the FS and FG.
- ❖ The duty of ALL Consortium Partners is to comply with the interim reporting requirements of their respective national funding organisation. These rules do not substitute national regulations.

Communication

Communication and dissemination materials (leaflets, websites, social media, posters, presentations, papers, etc.) should clearly mention and acknowledge the source of funding, including the Water JPI, the WaterWorks2015 ERA-NET Cofund, the European Commission (EC), and the respective FPOs, as follows:

“The authors would like to thank the EC and (enter FPO) for funding, in the frame of the collaborative international Consortium (Consortium acronym) financed under the 2016 Joint call of the WaterWorks2015 ERA-NET Cofund. This ERA-NET is an integral part of the 2016 Joint Activities developed by the Water and FACCE JPIs.”

The relevant logos should be used when possible.

- ❖ The duty of all Consortium Partners is to ensure that all project publications in any media include proper acknowledgement to the Water and FACCE JPIs, the WaterWorks2015 project, the EC, and the respective FPOs. A detailed list with abstract or copy of the publication should be provided as part of the final reporting (Final Progress Report).

The communication will start with the Kick-Off Meeting on the 6th of April 2017 in Stockholm. In addition, project partners are encouraged to participate in all relevant scientific events and to publish their results in peer-reviewed publications (see **Open Access section**).

All Reports for the Water JPI and presentations at Water JPI events should use the electronic templates, which will be provided via the Water JPI website (<http://www.waterjpi.eu/>). The project website, posters, presentations, videos, leaflets and other visual media, must additionally include the logo of the Water JPI.

Open Access & Open Data

Open Access requirements for all scientific publications produced by the projects funded by the Cofunded Call will support both Green Open Access (immediate or delayed open access provided through self-archiving), and Gold Open Access (immediate open access provided by a publisher).

The Water JPI website follows the Open Access standards according to the Creative Commons license (CC BY-SA 4.0) and all the legal information and European guidelines (e.g. Guidelines on Data Management in Horizon 2020).

In relation to Open Data, the funded projects will be requested to submit metadata on all the resources directly generated by the project, as well as additional information on how these data will be exploited, if and how data will be made accessible for verification and re-use, and how it will be curated and preserved.

Metadata on all publications and project resources are required to be submitted as part of the final reporting. This will be done via the **OpenWaterJPI** Interface, which is available on the Water JPI website. Guidelines for submitting Publication-related Metadata are provided in the **OpenWaterJPI Interface Guidelines**.

Metadata will be made publicly available via the Water JPI website.



Contact Information

Water JPI website: www.waterjpi.eu

WaterWorks2015 Follow-up Secretariat:

Responsible for the final reporting management of the Water JPI 2016 Join Call funded projects at Water JPI level:

Spanish State Research Agency (AEI)

Ministry of Science & Innovation

e-mail: waterworks2015@aei.gob.es

Tel: +34 916037105

Website: <https://www.ciencia.gob.es/portal/site/MICINN/aei>

Address: C/ Torrelaguna, nº 58 bis, Planta 6, 28027 Madrid

WaterWorks2015 Secretariat: WW2015secretariat@agencerecherche.fr